

The University Students' Council at the University of Western Ontario
Administration JHSC Minutes

Present: Andrea Klooster, Tanee Edwards, Chris Keeler, Josh Try, Karen Savino, Elizabeth Da Ponte, Noah Austin,

Absent: MaryAnn Mommersteeg

Guest Speaker: Jeff Pedlow from WSPS

Date and Time: Oct 25th 2017- 2:00 Rm 369, Spoke

Noah and Chris gave a short review of their October inspection:

- Numerous ceiling tiles were either missing or stained
- Food bank needs to do some housekeeping (food on floor)
- Kudos to Purple Bikes for being cleaned and well organized!
 - Greasy rags and garbage bin below are plastic (fire hazard)
 - Should they have a fire extinguisher? One exit, chemicals...

Staff Internal Communications have featured a Work/Life Balance Quiz and an Ergonomics reminder. Some quiz responses have been rec'd so a draw will take place shortly. Price comparisons survey will be in next week's communications and we will be looking for new themes at the next meeting.

Follow-up from the EBS staff member's knee injury in September: the student went to a walk-in clinic but decided not to wait to seek medical treatment. They have returned to work.

It was noted that with the extended office hours at the front desk, more people are able to access the AVP office space. They should be reminded to secure their belongings, and it was recommended to post office hour signs for the Health Plan Administrator to try and reduce the number of people entering that area after hours.

Jeff Pedlow's portion of the meeting began with an introduction of attending members and their roles.

He indicated that H&S in general is undergoing rapid changes to keep up with business models and "modern" needs. A focus on Mental Health (stress, bullying, PTSD, lingering effects after a robbery or assault etc.), legalization of Marijuana and the effects in the workplace, and Bill 70 H&S Mgmt and Accreditation will be seen in the near future.

- MOL Blitz for the upcoming months will include Slips & Falls and Machine Guarding.
- A reminder that the WHMIS changeover is to be completed by December 2018- so training on new symbols should be underway in most companies.

We have such a diverse workplace and with that the threats of violence may be one of our biggest challenges: stress + alcohol + drugs + events

When asked for tips on how to better engage a greater number of staff, Jeff suggested turning the focus from “Compliance” to “What’s in it for you?” which we have tried to initiate through Internal Communications, contests, prizes etc. Other suggestions included:

- David Suzuki’s Dirty Dozen – what’s in your household products?
- Picking an inspection theme or focus for each month (ie footwear policy, wet boots & cords under desks, temperature issues & space heaters)
- Tie monthly topics to an event/occasion (ie. Fires at Christmas or Valentine’s Day)
- Encourage staff to take initiative (ie. Call Facilities & Mgmt when soap dispensers empty, report hazards and near misses rather than waiting for inspectors to come around and ask)

At this point in the meeting, the focus turned to conducting monthly inspections. In general, we should be including the operation manager in our inspections. Ultimately they are responsible for their areas of operation and are more familiar with what is going on, what may be a one-time item of note (ie. delivery blocking a fire extinguisher) or a regular occurrence that needs to be addressed. He suggested that we plan most of the inspections with the managers and just do a couple of surprise visits throughout the year. The goal is to get things fixed, so if the manager can attend to things prior to the inspection then we are that much further ahead.

There are 5 Stages of an Inspection

1. **Prepare** -look at First Aid Logs, previous inspections
2. **Conduct**- take the first few minutes at each location to watch and observe. What are the processes, does anyone make a sudden change in what they are doing? Conduct interviews and make it social. Many items may come to light during an informal conversation rather than a point-blank “Any issues?” type of question (ie. Nephew collecting golf balls off the train tracks)
 - Watch for chemical, physical, biological, MSD, psycho-social, safety hazards
 - Remember PEMEP- how People, Equipment, Materials, Environment and Process can attribute to a hazard!
3. **Recommend** –we can make recommendations on what we observe, but by talking to staff we can find out what *THEY* would find helpful ie. a cart, or a counter, or moving an appliance...
4. **Report**- send reports to the appropriate manager or department
5. **Follow Up**- it is important to communicate fixes and work in progress to let people know that their concerns are being addressed even if results are slow to happen. Trace back items of note- who initiated the request, who is responsible, what has the manager done to address the item.

We then went down to the Spoke to conduct a trial observation. Some of the items Jeff suggested that we look out for included:

- Floor surfaces and transitions between areas (between freezer and kitchen area etc)
- Spills – in kitchen(especially around fryers) and in customer areas. Who is responsible for spotting and cleaning?

- How often are floors cleaned? Waxed? What kind of chemicals? Does it leave them slippery?
- Are hair nets used?
- Is there horse play?
- Are the staff bumping into each other?
- Are staff handling money AND food?
- Are staff reaching into toasters /ovens to expedite an order?
- What injuries could a customer sustain? Slips, spilled hot drinks, food on floor?
- What is the contact level between staff and customer?
- What problems may be caused by a raised stage? Events?
- What problems may occur with the bar?
- Are all areas handicap accessible?
- What is the policy re: knife sharpening, handling?
- Are there call outs for hot soup, spills, coming through doors?
- Do the freezers lock? Is there a glow in the dark release bar inside?

November Inspection: Maryann and Elizabeth

Next meeting : November 29th, 2:00, Room 369

AK
 Andrea Klooster
 Management Representative, Co-Chair

Oct 30/17
 Date

[Signature]
 Jeff Armour
 General Manager

Oct. 30 | 17
 Date

T Edwards
 Tanee Edwards
 Recording Secretary

Oct 30/17
 Date

T Edwards
 Tanee Edwards
 Worker Representative, Co-Chair

Oct 30/17
 Date

[Signature]
 Tobi Solebo
 USC President

Oct 30/17
 Date